

I. GENERAL INFORMATION

This form is used when a Principal Investigator (PI) or Co-PI on a pending proposal or current award plans to terminate their employment at the University of Texas at Arlington (UTA). The form must be signed by the PI, Department Chair, and Dean before being submitted to the Office of Grant and Contract Services (OGCS).

PI Name _____ PI Department _____ Effective Date of Separation from UTA _____
PI Contact Email After Separation _____ Name of New Institution _____
Sponsored Project Contact at New Institution _____ Email _____

II. ACTIVE AWARDS

| UTA Project #(s) | Sponsor | Sponsor Award Number | Award Period of Performance | Award Amount | Anticipated balance at PI separation date |
|------------------|---------|----------------------|-----------------------------|--------------|---|
| | | | | | |

FOR OGCS USE:

Requested Action for Award

- ☐ Leave at UTA with New PI: _____
- ☐ Closeout award early if all deliverables can be met prior to award expiration
- ☐ Transfer award to new institution
- ☐ Leave at UTA PI will continue with 0% appointment.
Will PI request salary from the project after separation? ☐ Yes ☐ No
Will PIs involvement in the project change as a result of the physical separation from campus? ☐ Yes ☐ No
Specify any change in the scope of work (Attach updated Scope of Work).

Justification

PI justification for request (Required)

Chair Justification (Required) - If approving transfer, please confirm that appropriate review has been completed to ensure that a suitable PI is not available within the department to continue award statement of work.

Dean Justification

Active Award Disposition Approvals

Chair Approval ☐ Yes ☐ No Dean Approval ☐ Yes ☐ No VPRI Approval ☐ Yes ☐ No

| II. ACTIVE AWARDS, continued | | | | | |
|---|---------|-----------------|---|--------------|---|
| UTA Project #(s) | Sponsor | Sponsor Award # | Award Period of Performance | Award Amount | Anticipated balance at PI separation date |
| FOR OGCS USE: | | | Requested Action for Award <input type="radio"/> Leave at UTA with New PI: _____ <input type="radio"/> Closeout award early if all deliverables can be met prior to award expiration <input type="radio"/> Transfer award to new institution <input type="radio"/> Leave at UTA PI will continue with 0% appointment. Will PI request salary from the project after separation? <input type="radio"/> Yes <input type="radio"/> No Will PIs involvement in the project change as a result of the physical separation from campus? <input type="radio"/> Yes <input type="radio"/> No Specify any change in the scope of work (Attach updated Scope of Work). | | |
| Justification | | | | | |
| PI justification for request (Required) | | | | | |
| Chair Justification (Required) - If approving transfer, please confirm that appropriate review has been completed to ensure that a suitable PI is not available within the department to continue award statement of work. | | | | | |
| Dean Justification | | | | | |
| Active Award Disposition Approvals | | | | | |
| Chair Approval <input type="radio"/> Yes <input type="radio"/> No Dean Approval <input type="radio"/> Yes <input type="radio"/> No VPRI Approval <input type="radio"/> Yes <input type="radio"/> No | | | | | |
| | | | | | |
| FOR OGCS USE: | | | Requested Action for Award <input type="radio"/> Leave at UTA with New PI: _____ <input type="radio"/> Closeout award early if all deliverables can be met prior to award expiration <input type="radio"/> Transfer award to new institution <input type="radio"/> Leave at UTA PI will continue with 0% appointment. Will PI request salary from the project after separation? <input type="radio"/> Yes <input type="radio"/> No Will PIs involvement in the project change as a result of the physical separation from campus? <input type="radio"/> Yes <input type="radio"/> No Specify any change in the scope of work (Attach updated scope of work, as needed): | | |

| II. ACTIVE AWARDS, continued | | | | | |
|--|---------|-----------------|---|--------------|---|
| Justification | | | | | |
| PI justification for request (Required) | | | | | |
| Chair Justification (Required) - If approving transfer, please confirm that appropriate review has been completed to ensure that a suitable PI is not available within the department to continue award statement of work. | | | | | |
| Dean Justification | | | | | |
| Active Award Disposition Approvals | | | | | |
| Chair Approval <input type="radio"/> Yes <input type="radio"/> No Dean Approval <input type="radio"/> Yes <input type="radio"/> No VPRI Approval <input type="radio"/> Yes <input type="radio"/> No | | | | | |
| UTA Project #(s) | Sponsor | Sponsor Award # | Award Period of Performance | Award Amount | Anticipated balance at PI separation date |
| | | | | | |
| FOR OGCS USE: | | | Requested Action for Award <input type="radio"/> Leave at UTA with New PI: _____ <input type="radio"/> Closeout award early if all deliverables can be met prior to award expiration <input type="radio"/> Transfer award to new institution <input type="radio"/> Leave at UTA PI will continue with 0% appointment. Will PI request salary from the project after separation? <input type="radio"/> Yes <input type="radio"/> No Will PIs involvement in the project change as a result of the physical separation from campus? <input type="radio"/> Yes <input type="radio"/> No Specify any change in the scope of work (Attach updated scope of work, as needed): _____ | | |
| Justification | | | | | |
| PI justification for request (Required) | | | | | |
| Chair Justification (Required) - If approving transfer, please confirm that appropriate review has been completed to ensure that a suitable PI is not available within the department to continue award statement of work. | | | | | |
| Dean Justification | | | | | |
| Active Award Disposition Approvals | | | | | |
| Chair Approval <input type="radio"/> Yes <input type="radio"/> No Dean Approval <input type="radio"/> Yes <input type="radio"/> No VPRI Approval <input type="radio"/> Yes <input type="radio"/> No | | | | | |

If there are additional active awards, attach additional pages and note here how many are attached: ____ .

| III. EQUIPMENT ACQUIRED UNDER AWARD | | | | | | | |
|---|-----------|------------------------|-----------------------|---|-----------------|----------|--|
| Equipment Name & Description | Project # | Original Purchase Cost | \$ Charged to Project | Other Funding (Project # & Cost Center) | UTA Inventory # | Location | Transfer to New Institution |
| 1. | | | | | | | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Loan |
| Chair Approval <input type="radio"/> Yes <input type="radio"/> No Dean Approval <input type="radio"/> Yes <input type="radio"/> No VPRI Approval <input type="radio"/> Yes <input type="radio"/> No Property Manager Approval <input type="radio"/> Yes <input type="radio"/> No | | | | | | | |
| 2. | | | | | | | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Loan |
| Chair Approval <input type="radio"/> Yes <input type="radio"/> No Dean Approval <input type="radio"/> Yes <input type="radio"/> No VPRI Approval <input type="radio"/> Yes <input type="radio"/> No Property Manager Approval <input type="radio"/> Yes <input type="radio"/> No | | | | | | | |
| 3. | | | | | | | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Loan |
| Chair Approval <input type="radio"/> Yes <input type="radio"/> No Dean Approval <input type="radio"/> Yes <input type="radio"/> No VPRI Approval <input type="radio"/> Yes <input type="radio"/> No Property Manager Approval <input type="radio"/> Yes <input type="radio"/> No | | | | | | | |
| 4. | | | | | | | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Loan |
| Chair Approval <input type="radio"/> Yes <input type="radio"/> No Dean Approval <input type="radio"/> Yes <input type="radio"/> No VPRI Approval <input type="radio"/> Yes <input type="radio"/> No Property Manager Approval <input type="radio"/> Yes <input type="radio"/> No | | | | | | | |
| 5. | | | | | | | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Loan |
| Chair Approval <input type="radio"/> Yes <input type="radio"/> No Dean Approval <input type="radio"/> Yes <input type="radio"/> No VPRI Approval <input type="radio"/> Yes <input type="radio"/> No Property Manager Approval <input type="radio"/> Yes <input type="radio"/> No | | | | | | | |
| 6. | | | | | | | <input type="radio"/> Yes <input type="radio"/> No |
| Chair Approval <input type="radio"/> Yes <input type="radio"/> No Dean Approval <input type="radio"/> Yes <input type="radio"/> No VPRI Approval <input type="radio"/> Yes <input type="radio"/> No Property Manager Approval <input type="radio"/> Yes <input type="radio"/> No | | | | | | | |
| FOR OGCS USE: Notes | | | | | | | |

IF Requesting Transfer - Justifications

PI Justification for Request (Required)

Chair Justification (Required) - Please confirm that appropriate review has been completed to ensure there is no other use for the equipment at the institution.

Dean Justification

IV. PENDING OR OUTSTANDING DELIVERABLES/REPORTS

Whenever feasible, reports and other deliverables should be submitted before a Principal Investigator's (PI) departure. If this is not possible, the Department Head must document a plan to ensure all reports are submitted in accordance with UTA's contractual commitments. This may include designating other individuals at UTA to assume responsibility for completing any outstanding deliverables.

| UTA Project # | Sponsor | Deliverables/Reports # | Overdue/Due Date | PI/Department Action |
|---|---------|------------------------|------------------|----------------------|
| | | | | |
| Chair Approval <input type="radio"/> Yes <input type="radio"/> No Dean Approval <input type="radio"/> Yes <input type="radio"/> No | | | | |
| | | | | |
| Chair Approval <input type="radio"/> Yes <input type="radio"/> No Dean Approval <input type="radio"/> Yes <input type="radio"/> No | | | | |
| | | | | |
| Chair Approval <input type="radio"/> Yes <input type="radio"/> No Dean Approval <input type="radio"/> Yes <input type="radio"/> No | | | | |
| | | | | |
| Chair Approval <input type="radio"/> Yes <input type="radio"/> No Dean Approval <input type="radio"/> Yes <input type="radio"/> No | | | | |

| V. PENDING PROPOSALS | | | | |
|--|-------------------------|---------|----------------------------|--------------|
| OGCS # | Other UTA Key Personnel | Sponsor | Bluesheet title | Total Budget |
| | | | | |
| Requested Action for Pending Proposal: Leave at UTA: <input type="radio"/> with New PI: _____ <input type="radio"/> Upon award, transfer to new institution | | | | |
| PI Justification for Action Requested for Pending Proposal (Required). | | | | |
| Chair Approval <input type="radio"/> Yes <input type="radio"/> No Dean Approval <input type="radio"/> Yes <input type="radio"/> No | | | FOR OGCS USE: Notes | |
| | | | | |
| Requested Action for Pending Proposal: Leave at UTA: <input type="radio"/> with New PI: _____ <input type="radio"/> Upon award, transfer to new institution | | | | |
| PI Justification for Action Requested for Pending Proposal (Required). | | | | |
| Chair Approval <input type="radio"/> Yes <input type="radio"/> No Dean Approval <input type="radio"/> Yes <input type="radio"/> No | | | FOR OGCS USE: Notes | |
| | | | | |
| Requested Action for Pending Proposal: Leave at UTA: <input type="radio"/> with New PI: _____ <input type="radio"/> Upon award, transfer to new institution | | | | |
| PI Justification for Action Requested for Pending Proposal (Required). | | | | |
| Chair Approval <input type="radio"/> Yes <input type="radio"/> No Dean Approval <input type="radio"/> Yes <input type="radio"/> No | | | FOR OGCS USE: Notes | |

| VI. APPROVALS FOR DISPOSITION | | | | | |
|-------------------------------|--|-----------------|--|---|--|
| <div>Signature of PI</div> | | <div>Date</div> | | <div>Signature of Dean</div> | |
| <div>Date</div> | | <div>Date</div> | | <div>Date</div> | |
| <div>Signature of Chair</div> | | <div>Date</div> | | <div>Signature of VPRI</div> | |
| <div>Date</div> | | <div>Date</div> | | <div>Date</div> | |
| | | | | Inventory Services approval is required for ALL equipment transfers or loans. | |
| | | | | <div>Signature of Property Manager</div> | |
| | | | | <div>Date</div> | |

VII. PI Checklist

Regulatory Services

1. Have arrangements been made to close out or transfer all **IRB protocols**? ☐ Yes ☐ No ☐ Not Applicable
2. Have arrangements been made to close out or transfer all **IACUC protocols**? ☐ Yes ☐ No ☐ Not Applicable
3. Have arrangements been made for the disposition of **animal subjects, biohazardous materials, and/or radioactive materials**? ☐ Yes ☐ No ☐ Not Applicable
4. Have arrangements been made to ensure all **restricted material currently under a technology control plan** is transferred to a new responsible individual or disposed of properly. ☐ Yes ☐ No ☐ Not Applicable

Please contact the Office of Regulatory Services for assistance with above items: regulatoryservices@uta.edu

Data Use / Material Transfer Agreements

5. Have arrangements been made to terminate or transfer **MTA responsibilities** to new institution (if materials can be transferred). Please contact **Agreement Management** for assistance with this item: vincenzo@uta.edu ☐ Yes ☐ No ☐ Not Applicable
6. Have arrangements been made to transfer, archive, and/or delete all **research data**. ☐ Yes ☐ No ☐ Not Applicable

Please contact OIT research Support for assistance with this item: oitrss@uta.edu

Intellectual Property

7. Is there any previously **undisclosed intellectual property**? ☐ Yes ☐ No ☐ Not Applicable
8. Have arrangements been made to ensure **all IP matters covered by a patent application or issued patent** are resolved? ☐ Yes ☐ No ☐ Not Applicable

Please contact Innovation and Commercialization (I&C) for assistance with above items: innovation@uta.edu